



# **Office of the Cook County Treasurer**

**Maria Pappas**

## **2010 ANNUAL TAX SALE**

**To Begin August 3, 2012**

## **REGISTRATION MATERIALS & RULES AND REGULATIONS**

**THERE WILL BE NO EXCEPTIONS TO ANY RULE, REQUIREMENT OR POLICY SET FORTH IN THESE REGISTRATION MATERIALS & RULES AND REGULATIONS. BY COMPLETING THE "REGISTRATION FORM" (ATTACHMENT E), YOU ACKNOWLEDGE THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO ALL RULES, REQUIREMENTS, POLICIES AND PROCEDURES SET FORTH IN THESE REGISTRATION MATERIALS & RULES AND REGULATIONS.**

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***IMPORTANT! PLEASE READ ALL OF THE FOLLOWING INFORMATION CAREFULLY BEFORE YOU CONSIDER TAKING PART IN THE 2010 ANNUAL TAX SALE. CERTAIN PROVISIONS HAVE CHANGED SINCE THE PREVIOUS SALE.***

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PURSUANT TO APPLICABLE PROVISIONS OF THE ILLINOIS COMPILED STATUTES (INCLUDING, WITHOUT LIMITATION, THE ILLINOIS PROPERTY TAX CODE (35 ILCS 200/1-1 et seq.)) AND RELATED CASE LAW, MARIA PAPPAS, TREASURER AND EX-OFFICIO COLLECTOR OF COOK COUNTY, HAS ADOPTED THE FOLLOWING RULES AND REGULATIONS FOR THE CONDUCT OF THE 2010 ANNUAL TAX SALE.

ALL REFERENCES HEREIN TO "TREASURER", "TREASURER'S OFFICE" OR WORDS OF SIMILAR IMPORT SHALL REFER TO THE COOK COUNTY TREASURER. ANY REFERENCE HEREIN TO THE "COUNTY BUILDING" SHALL REFER TO 118 N. CLARK STREET, CHICAGO, ILLINOIS 60602. UNLESS THE CONTEXT INDICATES OTHERWISE, THE TERM "BUYER" SHALL BE DEEMED TO INCLUDE THE AUTHORIZED BIDDERS OF SUCH BUYER (ASSUMING PROPER COMPLIANCE WITH THE SINGLE SIMULTANEOUS BIDDER RULE).

ALL TIMES REFERENCED HEREIN ARE SET FORTH IN CHICAGO LOCAL TIME.

#### **A. INTRODUCTION / TAX SALE LOCATION**

**STATE LAW PROHIBITS COOK COUNTY EMPLOYEES FROM DISCUSSING OR GIVING ADVICE AS TO ONE'S LEGAL ELIGIBILITY TO REGISTER, HOW TO OBTAIN A CERTIFICATE OF PURCHASE AND/OR HOW TO FULFILL THE LEGAL REQUIREMENTS FOR ISSUANCE OF A TAX DEED. ALL SUCH INQUIRIES SHOULD BE DIRECTED TO YOUR ATTORNEY.**

**PERSONS WHO MAY NOT PARTICIPATE IN THE 2010 ANNUAL TAX SALE PURSUANT TO 55 ILCS 55/1:**

*"No county officer, and no person employed by, or who is a relative or representative of, any county officer in the State of Illinois, while in office or holding office or while in such office or employment, shall have, possess or acquire any pecuniary interest, directly, indirectly or beneficially, or by any derivative process, in any real estate tax forfeiture or foreclosure in the county in which such county officer presides, other than the fee provided by law for the official duties of any such county officer in such proceedings. For the purposes of this Section 'relative' shall be defined as a spouse or child, or the spouse of a child, including a child by adoption."*

The 2010 Annual Tax Sale (the "Annual Sale") has been scheduled to commence at 8:30 a.m. on August 3, 2012. The Annual Sale will be conducted over four days, with a subsequent re-offer day, in **Lower Level Conference Room B at 69 W. Washington Street, Chicago, Illinois** (hereinafter referred to as the "Sale Room"). The Annual Sale hours of operation are 8:30 a.m. to 5:00 p.m. each day of the sale schedule; at the discretion of the Tax Sale Supervisor, these hours may be extended to accommodate tax buyers placing bids. The Annual Sale includes properties in Cook County eligible for sale due to delinquent Tax Year 2010 property taxes (including, without limitation, general property taxes, back taxes, etc.) and/or delinquent special assessments.

**The Annual Sale will be conducted as an online internet-based sale at [www.cooktaxsale.com](http://www.cooktaxsale.com). Registration, deposits of collateral, storing bids to be placed on the day of the sale, and payment for certificates can be made from any computer with access to the internet. However, the final placement of bids can only be accomplished using computers in the Sale Room on the days of the sale.**

For those individuals who do not have access to a computer for purposes of registration, deposits of collateral, storing bids to be placed on the day of the sale, and/or payment of certificates,

computers with internet access will be available in the Sale Room for use during regular business hours and for Annual Sale purposes only.

**Registration for the Annual Sale begins Friday, June 1 and ends Tuesday, July 24, 2012.** You may register at any time during the registration period, provided that your registration must be completed online and the requisite collateral deposit must be received on or before July 24, 2012.

**B. LISTINGS OF DELINQUENT PROPERTIES**

1. A list of the properties eligible for sale in the Annual Sale (as of the stated date) was published in community newspapers by township on May 30 & 31, 2012.
2. Beginning June 1, 2012, delinquency lists will be available for purchase online at [www.cooktaxsale.com](http://www.cooktaxsale.com) via an ACH debit from a checking or savings account in the following amount(s):

Delinquent General Real Estate Tax List	\$250
Delinquent Special Assessment List	\$250
Weekly Updates	\$100

**The Company ID for purchasing the delinquency list is 2366006541.**

After completing the ACH transaction, the list(s) can be downloaded.

3. In addition, a list of the Property Index Numbers (PINs) to be offered for sale at the Annual Sale is available for a PIN-by-PIN search on the Treasurer's Office website ([www.cookcountytreasurer.com](http://www.cookcountytreasurer.com)). For those individuals who do not have access to the internet, computers with internet access will be available in the Sale Room for use during regular business hours and for Annual Sale purposes only.
4. Properties offered for sale for nonpayment of taxes or special assessments shall be offered and sold on an "**AS IS**" basis. The subject parcel's PIN only, and NOT the common street address, describes the delinquent taxes offered for sale. Street addresses and/or property classifications appearing on the delinquency list are not guaranteed to be accurate. The Treasurer's Office does not assume any responsibility, implied or otherwise, as to the accuracy of street addresses and/or property classifications, or as to the legal status or condition of the properties. Tax buyers are solely responsible for performing independent research to determine the location, classification, nature, and physical condition of any property or improvements. ALL SALES ARE FINAL.
5. Purchasers of the list(s) or their agents shall not, under any circumstances, modify, display, reproduce, publish, post, create derivative works from, transfer or sell any of the content in the list(s), in whole or in part, in any manner or form whatsoever. Third-party commercial use of the list(s) or the contents thereof is strictly prohibited.

### **C. REGISTRATION REQUIREMENTS**

1. All buyers must complete the online registration at [www.cooktaxsale.com](http://www.cooktaxsale.com). The registration involves completing and agreeing to each of the following: the 2010 Annual Tax Sale Registration (see Attachment E; the "Registration Form"), the Acknowledgement of Single Simultaneous Bidder Rule (see Attachment C; the "Rule Acknowledgment"), and all supplemental information and identification required by any such document and/or these Rules and Regulations (collectively, the "Registration Packet"). All buyers must view and acknowledge that they have read, understood and agreed to all rules set forth in the Registration Packet and the online auction system terms and conditions, and each buyer's requisite collateral deposit must be received on or before July 24, 2012 (whether or not the buyer intends to make any bids on the first day of the Annual Sale). Your completed Registration Packet (with all of your authorized bidders identified therein) must be submitted online, and your required collateral deposit must be completed (or a satisfactory letter of credit or surety bond provided in lieu thereof), no later than **5:00 p.m. on July 24, 2012**. **Failure to make such submission and collateral deposit on or before 5:00 p.m. on July 24, 2012 (including, without limitation, any failure wherein an ACH transaction is initiated prior to 5:00 p.m. but is not successfully completed on or before 5:00 p.m. on July 24, 2012, or wherein the letter of credit or surety bond deposited by a buyer is unsatisfactory to the Office of the Cook County Treasurer) will render a buyer ineligible to participate in the Annual Sale.**
2. Each buyer must specify, in the completed Registration Form, the name and address of each bidder authorized to bid on his/her/its behalf at the Annual Sale. Each buyer is limited to a maximum of four (4) authorized bidders (which may include such buyer). Buyers not registered as bidders are not allowed to bid. A tax buyer shall not be allowed to have more than one (1) authorized bidder participate in each bidding session. A bidder may not bid on behalf of more than one (1) tax buyer in any bidding session.
3. As provided in Section C1 above, each tax buyer intending to participate in the Annual Sale must view, and acknowledge that he/she has read, understood and agreed to, all rules, regulations, policies and procedures set forth in the Registration Packet. Pursuant to the Single Simultaneous Bidder Rule, as is more particularly described in the Rule Acknowledgment, no tax buyer may have its/his/her actual or apparent agents, employees, or related entities directly or indirectly register under multiple registrations for the intended or perceived purpose of increasing the principal's likelihood of obtaining a successful bid on a parcel offered at the Annual Sale. The Treasurer's Office, at its sole discretion, may bar from the remainder of the Annual Sale any bidder or entity determined to have violated the Single Simultaneous Bidder Rule.
4. Each buyer must provide with its/his/her Registration Form a copy of a current photo identification card (e.g., a driver's license, state-issued identification card, U.S. Passport, or military identification) for each authorized bidder designated in such buyer's Registration Form. The Treasurer's Office will NOT make copies of these materials for you. The identification can either be uploaded during the online registration process, faxed to the facsimile number specified on the online Registration Form, or furnished to Treasurer's Office personnel in the Sale Room. The Registration Form is not deemed complete until copies of IDs for all authorized bidders have been submitted.

5. After completing the online Registration Form, the buyer will create a user name and password in order to access its online account that will be used throughout the duration of the Annual Sale. A collateral deposit made via an ACH debit from a checking or savings account can be made from the buyer's online account at [www.cooktaxsale.com](http://www.cooktaxsale.com).
6. After the buyer submits the Registration Packet, supplies acceptable photo identifications for all bidders and makes a collateral deposit (or supplies a letter of credit or surety bond in lieu thereof), the Treasurer's Office will review such information and a buyer number will be assigned. The buyer will be notified of its buyer number via the email address supplied on the Registration Form and such number will also appear when the buyer logs into its online account at [www.cooktaxsale.com](http://www.cooktaxsale.com). Once the buyer has been assigned a buyer number, the buyer can view PINs and save bids to be placed during the Annual Sale.
7. Registered bidders for a buyer that is eligible to participate in the Annual Sale may pick up their own, individual bidder identification badges in the Sale Room ten business days after the Treasurer's Office has approved the buyer's registration and issued a buyer number to such buyer. A photograph of each bidder will be taken. In addition, at the time of badge pickup each authorized bidder will be required to sign a copy of Section V ("Representations and Warranties") of the buyer's Registration Form.
8. Each person intending to participate in the Annual Sale must carry one of the following forms of photo identification with them at all times during the Annual Sale: driver's license, state-issued ID, U.S. Passport or U.S. issued military ID. Persons not carrying both a photo ID and registration badge will not be allowed to participate in the Annual Sale.
9. Individuals needing assistance accessing their account or having other questions of a technical nature regarding the online system should contact [Realauction.com](http://Realauction.com) customer service at (877) 361-7325. [Realauction.com](http://Realauction.com) is an independent contractor responsible for the maintenance and administration of the online system utilized in connection with the Annual Sale. Representatives of [Realauction.com](http://Realauction.com) cannot give legal advice and will not discuss or give advice as to one's eligibility to register, how to obtain a certificate of purchase, or any other matters of a non-technical nature. All such inquiries should be directed to your attorney.

#### **D. DEPOSIT OF COLLATERAL**

1. A deposit of collateral with the Treasurer's Office must be received **no later than 5:00 p.m. on Tuesday, July 24, 2012.** The following are the only forms of collateral accepted: (a) ACH debit payment from a checking or savings account, (b) irrevocable and unconditional letter of credit, or (c) unconditional surety bond. **CASH WILL NOT BE ACCEPTED AS COLLATERAL.** **Please note that the Company ID for ACH deposits of collateral with the Treasurer's Office is 1366006541.** Letters of credit and surety bonds must be acceptable in form and substance to the Treasurer's Office, in its sole discretion. Letters of credit and surety bonds to be posted as collateral should be brought directly to the registration intake area at 69 W. Washington Street (Lower Level Conference Room B). NOTE: NO RECEIPT IS GENERATED OR PROVIDED FOR LETTERS OF CREDIT AND BONDS. IF YOU WOULD LIKE A TIME-STAMPED COPY OF ANY SUCH INSTRUMENT, YOU MUST BRING AN EXACT PHOTOCOPY WITH YOU TO THE SALE ROOM ON OR BEFORE JULY 24, 2012, AND THE TREASURER'S OFFICE WILL TIME-STAMP SUCH COPY.

2. Letters of credit or surety bonds must be made payable to the "Cook County Treasurer" immediately and unconditionally on demand and must satisfy each of the following:
  - Provide that more than one draw or claim may be made thereon;
  - Allow for a draw or claim to be made by facsimile transmission with the original to be provided thereafter;
  - Provide for payment of a draw or claim on the date of its receipt, by overnight delivery to the Treasurer and Ex-Officio County Collector of Cook County;
  - Provide for its automatic extension or for its renewal, prior to the stated expiration date, at the sole request of the Treasurer;
  - Not expire earlier than seventy (70) days after the scheduled conclusion of the Annual Sale (i.e. October 19, 2012);
  - State on its face that such letter of credit or surety bond is for the use and benefit of Maria Pappas, Treasurer and Ex-Officio County Collector of Cook County, Illinois;
  - State that a draw or claim may be made when the tax buyer named in the letter of credit or surety bond fails to complete a payment of the amount she/he/it has successfully bid, and that such letter of credit or surety bond may be drawn upon or a claim made thereon at any other time at the unilateral discretion of the Treasurer's Office;
  - State within the body of the letter of credit or surety bond the name, mailing address, telephone and fax telephone number to which demands for draws or claims are to be sent, and the name and telephone number of a contact person for information;
  - State that the letter of credit or surety bond is unconditional and irrevocable; and
  - State that with regard to any disputes or claims, venue and jurisdiction shall be exclusively in the Circuit Court of Cook County, Illinois.

**See Attachment B -- Sample Letter of Credit. Please note that unconditional surety bonds must comply with all requirements set forth above and must not contain extensive or unduly onerous claim requirements.**

3. Letters of credit and ACH debits must be drawn on a federally insured bank or financial institution.
4. Unconditional bonds must be issued by a surety approved by the Circuit Court of Cook County. The signature on the form must be that of a surety company officer whose signature is on file with the Circuit Court of Cook County.
5. **Pursuant to 35 ILCS 200/21-220, the dollar amount of a buyer's collateral must equal or exceed 150% of the total dollar amount of the taxes, special assessments, statutory interest and fees purchased by such buyer on any given sale day; provided that in no event may the dollar amount of collateral deposited be less than \$1,000.**
  - For example, if the total dollar amount of the taxes, special assessments, statutory interest and fees successfully bid on by a buyer at any one point in time equals \$10,000, the buyer must have at least \$15,000 of collateral timely deposited with the Treasurer's Office.
  - NOTE: Statutory fees applicable to each purchased delinquency include: (a) \$10.00 Publication fee (35 ILCS 200/21-135); (b) \$100.00 Sale in Error Fund fee (35 ILCS

200/21-330); (c) \$80.00 Indemnity Fund Fee (35 ILCS 200/21-295(a-5)); and (d) \$10.00 Automation fee (35 ILCS 200/21-245).

6. Any buyer who exceeds its collateral during any given sale day will be barred from participating in the Annual Sale for the remainder of that day and shall thereafter remain barred from participating in the Annual Sale until such buyer makes full payment on its account.
7. Collateral may ONLY be increased if the additional collateral is deposited **no later than 5:00 p.m. on Tuesday, July 24, 2012**. Once any collateral is deposited, it will not be returned until after the Annual Sale has ended and confirmation of proper payment has been made.
8. ACH debits that are used as collateral will be deposited by the Treasurer in a non-interest bearing trust account. No interest will be paid to the buyer upon return of these funds.
9. When the Annual Sale ends, **the buyer MUST complete the online form at [www.cooktaxsale.com](http://www.cooktaxsale.com) for return of the collateral**. Letters of credit and surety bonds will be returned within a reasonable period of time after such a request is made, but only after all such requesting buyer's Annual Sale purchases have been completed and satisfied. If the collateral deposit was made via an ACH payment, a refund of the deposit will be returned to the same account that originated the ACH payment.
10. Successful bidders who do not make complete payment of all taxes, penalty, interest, and statutory fees on their purchased parcels **when payment is due** will have their collateral drawn upon to satisfy this debt. See Section G hereof -- "Payment Procedures" -- for further details as to when and how buyers must make payment for properties purchased at the Annual Sale. **Any buyer whose collateral is drawn upon for failure to make timely payment to complete a sale will be deemed to have defaulted on its statutory obligations and will be barred from the remainder of the Annual Sale. Buyers whose collateral does not cover their purchase when so drawn upon will be personally liable for the deficiency, plus costs of collection. Buyers in default, while remaining liable for their bids (including taxes, special assessments, statutory interest and fees), nevertheless will not be entitled to certificates of purchase.**



## **E. ONLINE TAX SALE PROCEDURES**

1. Parcels are offered in consecutive order of Volume and PIN. Parcels are grouped in batches for purposes of bidding. Bidding for all parcels in a batch ends at 5:00 p.m. on the applicable sale date.
2. Once a buyer has been issued a bidder number he/she/it can access the online sale system where the parcels to be offered for sale are listed. Buyers are allowed to store, view and change potential bids on the online sale system. However, no bid can be officially submitted or accepted until its scheduled sale day.
3. Parcels published in May of 2012 as eligible for sale ultimately may not be offered at the Annual Sale for a number of reasons. These include, but are not limited to: full satisfaction of the taxes prior to sale; bankruptcy; federal forfeiture; municipal acquisition; exempt property; removal by court order; prior no-cash bid; and other reasons as may be provided by law. In all of the aforementioned circumstances, the parcels will be marked as unavailable on the online sale system.
4. Once a parcel has been marked as unavailable, it will not be re-offered at the Annual Sale for any reason.
5. On the online sale system, buyers can save, view and change potential bids. Although such bids can be stored, they are not effective until the day of the sale when the bidder attends the Annual Sale in person, logs into the online tax sale system, and selects "submit stored bids." Buyers will receive a printed receipt for all bids they have placed.
6. On the online tax sale system, buyers can view only their own bids. Bids of other buyers are not displayed. The winning bids are displayed to all registered buyers on [www.cooktaxsale.com](http://www.cooktaxsale.com) at the conclusion of each sale date (after 5:00 p.m.).
7. At 5:00 p.m. on each day of the sale, bidding ends for all parcels offered for sale on such date. Bidders are required to attend the sale and "submit stored bids" prior to 5:00 p.m. using computers located in the Sale Room. It is recommended that you store your potential bids prior to attending the sale to ensure that you are able to submit such bids prior to the 5:00 p.m. deadline.
8. Bidders will bid a rate of penalty interest (payable upon redemption) for which they are willing to pay the outstanding property taxes or special assessments, plus accrued statutory interest, on the offered parcel. Pursuant to Section 21-215 of the Illinois Property Tax Code, the maximum allowable penalty interest bid is 18%, and the lowest is 0%. Parcels are awarded on a parcel-by-parcel basis to the bidder offering to pay the total amount due (this includes all advertised taxes or special assessments, plus accrued statutory interest and fees) for the lowest penalty percentage.
9. After 5:00 p.m. the online sale system will determine the winning bids on a parcel-by-parcel basis, starting with the first parcel in the batch, based on the lowest percentage bid on each parcel. If there are multiple bids of 0% for a parcel, the online auction system will randomly select the winning bid from among the bidders that bid 0% and have posted sufficient collateral. If there are multiple low bids of the same percentage at a rate greater than 0%, such parcels will be re-offered on the re-offer sale date.

10. The sufficiency of a buyer's posted collateral determines whether the buyer is eligible to successfully bid on a PIN. The online tax sale system calculates the collateral requirement on a PIN-by-PIN basis within the batch, taking into account the amounts due on the PINs previously awarded to the buyer. For example, if a buyer is awarded the first PIN in a batch, his/her collateral will be reduced by the amount due on such PIN for purposes of determining the buyer's eligibility to successfully bid on other PINs in the batch.
11. If a buyer does not have the required collateral, the PIN cannot be awarded to that buyer. Only collateral for prior successful bids is taken into account when determining the collateral requirement for the PIN being awarded.
12. The auction results will be displayed on the online tax sale system at the conclusion of the process of awarding PINs.
13. All determinations by the online tax sale system are final. All sales of delinquent taxes and/or special assessments are final unless otherwise provided by law.
14. The re-offer sale will take place on or about August 10, 2012 at 8:30 a.m. and will end at 5:00 p.m. The re-offer sale will only include (a) those PINs for which there were multiple low bids at the same non-zero percentage rate upon the initial offering and (b) those PINs for which the winning bidder at the Annual Sale failed to complete his/her/its purchase. All registered buyers can participate in the re-offer sale. The bid that can be entered for each re-offered PIN may be between 0% and 18%. PINs are awarded at the re-offer sale using the same rules as are described above with respect to the regular Annual Sale dates. If a PIN receives multiple low bids at the same percentage rate between 1% and 18% at the re-offer sale, then the PIN is "forfeited" for want of a single lowest bid and is not awarded. PINs for which no new bids are received at the re-offer sale will also be forfeited and not awarded.

## **F. SEATING**

1. Doors to the Sale Room will open at 8:30 a.m. on each day of the Annual Sale.
2. Upon check-in on the first day of sale, each registered bidder who is then eligible to participate in the Annual Sale must present his/her ID and buyer identification number to a tax sale staff person for verification that the individual has registered as a bidder. The registered bidder will be given a seat at a computer to submit his/her bids. Seating will be assigned on a first-come, first-served basis.
3. From June 1, 2012 through July 24, 2012, computer assignments will be available in 60-minute time sessions per buyer on a day-to-day basis between the hours of 8:30 a.m. and 5:00 p.m.
4. From July 30, 2012 through August 10, 2012, computer assignments will be available in 15-minute time sessions per buyer on a day-to-day basis between the hours of 8:30 a.m. and 5:00 p.m.

### **What Are You Buying?**

**You are NOT buying the property. You are buying a tax lien on the property. To maintain this lien or acquire any other interest in the property itself you must follow all steps as required by applicable statute, administrative rule and case law.**

**You have NO right to have the tax bill put in your name, or to take any action with respect to the property unless and until you obtain a tax deed by order of the Circuit Court of Cook County.**

### **G. PAYMENT PROCEDURES**

1. **All payments must be made through the online tax sale system by an ACH debit from a checking or savings account for the amount due (this includes all advertised taxes or special assessments, plus accrued statutory interest and fees) for the PIN(s) awarded. The Company ID for payment is 2366006541.**
2. Payment must be made by 11:59 p.m. on the next business day following the date the bid is awarded. For example, if a buyer is awarded bids on 8/7/12, payment for such bids must be made no later than 11:59 p.m. on 8/8/12.
3. Bills for successful bids, commonly known as "buy sheets," will be available online after the close of each day of the Annual Sale. These buy sheets should be printed offsite in landscape format and may be printed multiple times and used for purposes of obtaining tax sale searches at the Cook County Clerk's Office. Two printed copies of the buy sheet are required by the Clerk, as described in Attachment D.
4. Upon completing an ACH payment through the online tax sale system, buyers will be issued receipts at the Cook County Treasurer's Office in Room 112. **Do not lose these receipts, as duplicate receipts ARE NOT available.** Each buyer is responsible for the safekeeping of its buy sheets and receipts.
5. Buyers cannot elect to use their posted collateral for payment of any awarded bids. Any buyer whose collateral is drawn upon for failure to make timely payment of an awarded bid will be deemed to have defaulted on its purchase and will be permanently disqualified from the remainder of the Annual Sale. Buyers whose collateral does not cover their purchase when so drawn upon will be personally liable for the deficiency, plus costs of collection. Buyers in default, while remaining liable for their bids (including taxes or special assessments, statutory interest and fees) nevertheless will not be entitled to certificates of purchase.
6. Each parcel purchased at the Annual Sale for delinquent general taxes, back taxes, or special assessments will be assessed statutory fees in addition to the unpaid taxes, special assessments, and interest. These fees must be paid to complete the sale. Each parcel purchased will be assessed the following fees: (a) \$10.00 publication fee (pursuant to 35 ILCS 200/21-135); (b) \$100.00 Sale-in-Error Fund fee (pursuant to 35 ILCS 200/21-330); (c) \$10.00 Treasurer's Automation fee (pursuant to 35 ILCS 200/21-245); and (d) \$80.00 Indemnity Fund fee (pursuant to 35 ILCS 200/21-295(a-5)).

7. For those individuals who do not have access to the internet, computers with internet access will be available in the Sale Room for use during regular business hours and for Annual Sale purposes only.
8. The Treasurer's Office **no longer accepts subsequent general tax payments from Annual Sale tax buyers through the cashier line, and will not provide duplicate tax bills.** All Annual Sale tax buyers wishing to pay subsequent years' taxes must register and make payment (via ACH debit) through the Subsequent Tax Electronic Payment System (STEPS). Please visit the STEPS site ([www.cookcountysubtax.com](http://www.cookcountysubtax.com)) for more information.
9. Buyers are hereby advised and cautioned that tax buyer payments of subsequent years' taxes which are tendered after the filing of a voluntary or involuntary petition for relief under the Federal Bankruptcy Code by or on behalf of a party having a recorded interest in the subject property may be held to violate the automatic stay commenced by the filing of the bankruptcy petition. In the event that a bankruptcy petition is filed by such a party following a buyer's purchase of taxes at the Annual Sale but prior to the issuance of a tax deed for the subject property, Illinois law entitles the owner of the certificate of purchase to petition for a sale-in-error declaration pursuant to 35 ILCS 200/21-310(b)(1).

## **H. GENERAL MATTERS**

1. Employees of the Treasurer's Office and Realauction.com are prohibited from discussing or giving advice as to one's legal eligibility to register, how to obtain a certificate of purchase, and/or how to fulfill the legal requirements for the issuance of a tax deed. All such inquiries should be directed to your attorney. Further, all tax buyers are urged to consult with their own attorney before making any bids at the Annual Sale.
2. Use of cellular telephones in the Sale Room is strictly prohibited. Please place all telephones and pagers on silent mode while in the Sale Room. Violators of this rule may be removed from the Annual Sale.
3. Personal communication by a buyer or authorized bidder with any employee of the Treasurer's Office participating in the conduct of the Annual Sale, whether that person is then on duty or not, is strictly prohibited and may result in that buyer being barred from the remainder of the sale. Please address any questions or concerns directly to the Tax Sale Supervisor.
4. Spectators may view the sale on each of the sale dates.
5. County employees are strictly prohibited from accepting any gifts from persons doing business with the County. This ban includes food and drinks and other nominal items. Please do not jeopardize the employment of any employee by offering or giving any gift, food or beverage. Buyers or bidders who violate this rule may be barred from the Annual Sale.
6. Use of portable computers in the Sale Room is strictly prohibited. Violators of this rule may be removed from the Annual Sale.

## **I. INQUIRIES**

General inquiries can be made to the Realauction.com Customer Service Department at (877) 361-7325. Information is also available on the Cook County Treasurer's Office website at [www.cookcountytreasurer.com](http://www.cookcountytreasurer.com).

Questions pertaining to legal matters should be directed to your attorney. The Cook County Treasurer's Office staff, including our legal staff, WILL NOT answer your questions as to how to fulfill the legal requirements for the issuance of a tax deed, ascertain redemption periods, receive interest on redemptions, or any other topics of a legal nature. If you do not have an attorney, you may wish to call the Chicago Bar Association Lawyer Referral Service at (312) 554-2001.

## **2010 Annual Tax Sale Schedule**

SALE BEGINS FRIDAY, AUGUST 3, 2012 AT 8:30 A.M. THE TAX SALE HOURS OF OPERATION ARE 8:30 A.M. TO 5:00 P.M. ON EACH SCHEDULED SALE DAY. THE DATES OF SALE AND THE DAILY SALE HOURS MAY BE EXTENDED AS NEEDED, AND SUCH DATES SHALL AT ALL TIMES REMAIN SUBJECT TO CHANGE AS MAY BE NECESSITATED BY INTERRUPTIONS IN SERVICE OR OTHER FORCES BEYOND THE CONTROL OF THE COOK COUNTY TREASURER.

Sale Date	Volume	Township
August 3, 2012	001 to 147	Barrington, Berwyn, Bloom, Bremen, Calumet, Cicero, Elk Grove, Evanston, Hanover, Lemont, Leyden, Lyons, Maine, New Trier, Niles, Northfield, Norwood Park, Oak Park, Orland
August 6, 2012	148 to 270	Palatine, Palos, Proviso, Rich, River Forest, Riverside, Schaumburg, Stickney, Thornton, Wheeling, Worth, Hyde Park
August 7, 2012	271 to 464	Hyde Park, Jefferson, Lake
August 8, 2012	465 to 601	Lake, Lake View, North Chicago, Rogers Park, South Chicago, West Chicago
August 10, 2012	Re-Offer	

## ATTACHMENT B

*[This language is advisory only, and is not meant for any purpose other than to give tax buyers a general idea of and sample of an acceptable letter of credit. Using this language is no guarantee that a letter of credit will be approved. Your financial institution may add whatever language it feels necessary so long as it is not inconsistent with the terms required by the Cook County Treasurer's Office.]*

### UNCONDITIONAL AND IRREVOCABLE LETTER OF CREDIT

#### BENEFICIARY

Maria Pappas  
Treasurer and Ex-Officio Collector of Cook County, Illinois  
118 N. Clark Street, Room 112  
Chicago, IL 60602

To the Treasurer and Ex-Officio Collector:

We hereby issue this Unconditional and Irrevocable Letter of Credit No. \_\_\_\_\_ in favor of Maria Pappas, Treasurer and Ex-Officio Collector of Cook County, Illinois ("Beneficiary") for the account of **[Applicant]** ("Applicant") up to the aggregate amount of **[written number]** (\$\_\_\_\_\_).

This credit is issued, presentable and payable on sight at our Office at **[address]**. Drawings may be made by facsimile, Attention **[name]**, **[title]**, **[address]** at **[fax number]**. Information may be obtained from **[name]**, **[title]** at **[telephone number]**. If the drawing is made by facsimile, the original drawing document shall be mailed, on the same day, to the attention of **[name]**, **[title]** at **[address]**, or otherwise delivered within 24 hours to the attention of the same person at the indicated address.

Funds under this Letter of Credit are available to the Beneficiary unconditionally against sight drafts or facsimile purporting to be signed by the Beneficiary (whether actual or acting) for any sum or sums not exceeding a total of **[written number]** (\$\_\_\_\_\_) drawn on our Office and mentioning the Letter of Credit by number and Applicant name. The sight draft or facsimile shall state that Applicant has failed to complete a payment of the amount she/he/it has successfully bid for taxes at the 2010 Annual Tax Sale, or shall state that the drawing is being made at the unilateral discretion of the Treasurer and Ex-Officio Collector and shall further state the reason for the drawing (which reason is also within the sole and exclusive discretion of the Treasurer and Ex-Officio Collector). Funds drawn under this Letter of Credit shall be sent on the date of receipt of notice of a draw, by overnight delivery to the Beneficiary at the address listed above.

Partial and multiple drawings are permitted.

This Letter of Credit shall expire at 12 Noon Central Daylight Time on **[expiration date]** unless prior to such expiration date an extension request is made in writing by the Beneficiary to this Office, attention **[name]**, **[title]** at **[address]**, in which case this Letter of Credit shall automatically be renewed for one year.

This Letter of Credit sets forth in full the terms of this Office's undertaking, and may be amended only by a written amendment signed by us and by the Beneficiary. Our obligations are primary obligations to the Beneficiary. We shall honor drafts drawn and presented hereunder and in compliance with the terms of this Letter of Credit.

If there are any disputes or claims with respect to this Letter of Credit, venue and jurisdiction shall lie exclusively with the Circuit Court of Cook County, Illinois.

This Letter of Credit is subject to the Uniform Customs and Practice for Documentary Credits, International Chamber of Commerce Publication No. 500, 1993 revision ("AUCP"), and the Uniform Commercial Code, 810 ILCS 5/5-101 *et seq.*, as amended from time to time, and as in effect in the State of Illinois ("UCC"). To the extent the provisions of the UCP and the UCC shall conflict, the provisions of the UCC shall govern.

**[Name of Financial Institution]**

By: \_\_\_\_\_  
**[Name], [Title]**



## ATTACHMENT C

**Maria Pappas**

**Cook County Treasurer**

### **Acknowledgement of Single Simultaneous Bidder Rule**

(This form will be completed online when registering)

As in prior tax sales, the Cook County Treasurer will enforce the Single Simultaneous Bidder Rule (also known as the "Single Simultaneous Related Bidding Entity Rule").

This rule provides that one tax buying entity (principal) may not have its/his/her/their actual or apparent agents, employees, or related entities, directly or indirectly register under multiple registrations for the intended or perceived purpose of having more than one person submitting duplicate bids at the tax sale for the intended or perceived purpose of increasing the principal's likelihood of obtaining a successful bid on a parcel.

A related bidding entity is defined as any individual, corporation, partnership, joint venture, limited liability company, business organization, or other entity that has a shareholder, partner, principal, officer, general partner or other person or entity having an ownership interest in common with, or a contractual relationship with, any other registered participant in the 2010 Annual Tax Sale. The determination of whether registered entities are related, so as to prohibit such entities from submitting duplicate bids (in violation of the Single Simultaneous Bidder Rule), is at the sole and exclusive discretion of the Cook County Treasurer or her designated representatives.

*By signing below, I certify under penalty of perjury pursuant to § 1-109 of the Illinois Code of Civil Procedure that I am a duly authorized agent, officer, or representative for \_\_\_\_\_; that I have received and understand the above-stated rules; that at no time during the 2010 Annual Tax Sale shall I, or the entity that I represent, or an entity directly or indirectly related to the above tax buyer, have multiple bidders registered as separate bidding entities bidding at the 2010 Annual Tax Sale in violation of the Single Simultaneous Bidder Rule.*

I agree that if the tax-buying entity that I represent is challenged by the Cook County Treasurer with respect to an asserted violation of the above rule at the 2010 Annual Tax Sale, any and all disputes with respect thereto shall have exclusive venue and jurisdiction in the Circuit Court of Cook County.

**[This form is to be completed online when registering]**

\_\_\_\_\_  
**Authorized Agent for the above Tax Buyer**

\_\_\_\_\_  
**Date**

**[This form is to be completed online when registering]**

\_\_\_\_\_  
**Printed Name**



**ATTACHMENT D**



**Cook County Clerk David Orr**  
Real Estate and Tax Services Division  
118 N Clark Street, Room 434  
Chicago, Illinois 60602  
312/603-5656

June 1, 2012

Dear Taxbuyer:

Please follow the attached guidelines when applying for tax searches and then obtaining the Certificates of Purchases for your sales.

These guidelines were designed to conserve staff resources and promote efficient customer service. Your cooperation is greatly appreciated.

Please note again this year that we will not be providing you with the reminders this office may have provided in the past regarding prior year delinquencies that must be paid. You are advised to pay these promptly or risk the conversion of your sale to a 5% sale under the provisions of the Property Tax Code, 35 Illinois Compiled Statutes 200/21-240 (2006).

Once you have been provided with your tax search information, we will proceed to issue your Certificate of Purchase as soon as is feasible after the statutory period has elapsed. No individual warnings will be issued to those who have not yet complied with the requirement to pay prior year delinquencies.

If you have any questions regarding the Clerk's Office procedures, please contact the Tax Sale Supervisor in our Redemption Department at (312) 603-6801.

Sincerely,

*Barbara Pressl*

Barbara Pressl  
Director, Real Estate and Tax Services  
Office of the Cook County Clerk

Attachments

## **ATTACHMENT D**



### **Cook County Clerk David Orr**

Real Estate and Tax Services Division  
118 N Clark Street, Room 434  
Chicago, Illinois 60602  
312/603-5656

### **PURCHASE OF TAX SALE SEARCHES**

No Certificates of Purchase will be issued unless the Tax Buyer is current in paying for their tax searches and their certificate fees.

The fee for the tax search is \$37.00 per parcel purchased, which must be paid within ten days of the date of sale. To expedite service, we are requiring that you also pay the \$10.00 fee for the Certificate at the time you order the searches. You will thus be required to pay \$47.00 per parcel at the time you order tax searches. The procedure is as follows:

- 1) Bring two copies of your daily buy sheets from the Collector's Office to the Accounting Department in the Clerk's Office. A check payable to the County Clerk for the full amount of the Search and Certificate fees is required.
- 2) To calculate the amount of the check, multiply \$47.00 for each parcel sold, noting that any General and Special sold together, or any multiple Back Tax Years sold together, require only one payment of \$47.00 for the taxes that were sold together.
- 3) The Accounting Department will validate both copies of the daily buy sheets and one will be returned for your records.
- 4) The County Clerk's Office will then conduct a tax search and will prepare a bill for any prior taxes that are delinquent. This bill should be paid within the time frame set forth in the Property Tax Code, 35 Illinois Compiled Statutes 200/21-240 (2006). If not paid in accordance with this section, the sale may be converted to a five-percent sale without further notice. A copy of the statutory provision is attached for your reference.

## ATTACHMENT D

(35 ILCS 200/21-240)

Sec. 21-240. Payment for property purchased at tax sale; reoffering for sale. Except as otherwise provided below, the person purchasing any property, or any part thereof, shall be liable to the county for the amount due and shall forthwith pay to the county collector the amount charged on the property. Upon failure to do so, the amount due shall be recoverable in a civil action brought in the name of the People of the State of Illinois in any court of competent jurisdiction. The person so purchasing shall be relieved of liability only by payment of the amount due together with interest and costs thereon, or if the property is reoffered at the sale, purchased and paid for. Reoffering of the property for sale shall be at the discretion of the collector. The sale shall not be closed until payment is made or the property again offered for sale. In counties with 3,000,000 or more inhabitants, only the taxes, special assessments, interest and costs as advertised in the sale shall be required to be paid forthwith. The general taxes charged on the land remaining due and unpaid, including amounts subject to certificates of error, not included in the advertisement, shall be paid by the purchaser within 10 days after the sale, except that upon payment of the fee provided by law to the County Clerk (which fee shall be deemed part of the costs of sale) the purchaser may make written application, within the 10 day period, to the county clerk for a statement of all taxes, interest and costs due and an estimate of the cost of redemption of all forfeited general taxes, which were not included in the advertisement. After obtaining such statement and estimate and an order on the county collector to receive the amount of forfeited general taxes, if any, the purchaser shall pay to the county collector all the remaining taxes, interest and costs, and the amount necessary to redeem the forfeited general taxes. The county collector shall issue the purchaser a receipt therefor. Any delay in providing the statement or in accepting payment, and delivering receipt therefor, shall not be counted as a part of the 10 days. When the receipt of the collector is issued, a copy shall be filed with the county clerk and the county clerk shall include the amount shown in such receipt in the amount of the purchase price of the property in the certificate of purchase. The purchaser then shall be entitled to a certificate of purchase. If a purchaser fails to complete his or her purchase as provided in this Section, the purchase shall become void, and be of no effect, but the collector shall not refund the amount paid in cash at the time of the sale, except in cases of sale in error. That amount shall be treated as a payment and distributed to the taxing bodies as other collections are distributed. The lien for taxes for the amount paid shall remain on the property, in favor of the purchaser, his or her heirs or assigns, until paid with 5% interest per year on that amount from the date the purchaser paid it. The amount and fact of such ineffective purchase shall be entered in the tax judgment, sale, redemption and forfeiture record opposite the property upon which the lien remains. No redemption shall be made without payment of this amount for the benefit of the purchaser, and no future sale of the property shall be made except subject to the lien of such purchaser. This section shall not apply to any purchase by any city, village or incorporated town in default of other bidders at any sale for delinquent special assessments.

(Source: P.A. 84-1308; 88-455.)

## **ATTACHMENT D**



**Cook County Clerk David Orr**  
Real Estate and Tax Services Division  
118 N Clark Street, Room 434  
Chicago, Illinois 60602  
312/603-5656

### **Cook County Clerk's Office**

#### **PROCEDURES FOR ISSUING CERTIFICATES**

1. The receipt from the Treasurer's Office showing payment must be in volume and property index number order.
2. The first and second installments should be stapled together. If a special assessment was included in the Sale, this must also be attached.
3. A total should be calculated for each parcel bought, to match with the total that is to appear on the Certificate of Purchase. This total is arrived at by adding the total amount paid to the Collector, whether at the time of sale or after the tax search, plus the **\$47.00** Clerk's Fee that does not appear on the bill.
4. If you are picking up more than five (5) certificates, an appointment must be scheduled with our office. We will be calling all taxbuyers when certificates become available. If you do not receive a call within a reasonable amount of time, it is your responsibility to contact our office.
5. We are trying to accommodate all our customers' needs. If you do not appear within fifteen minutes of your scheduled time, we will assume you are not coming, and will give you a new appointment.
6. If you have any questions regarding a certificate you have already received, please make a copy of the certificate and bring it to our office. There is no need to schedule an appointment. We will respond to your questions and correct any problems as soon as possible.



**ATTACHMENT E**

**Maria Pappas**

Cook County Treasurer

Registration Number

## 2010 Annual Tax Sale Registration

(Attachment E must be completed online to register.)

### Section I

REGISTERED TAX BUYER – Person or entity to which Certificates of Purchase will be issued:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ SSN: \_\_\_\_\_  
FEIN: \_\_\_\_\_

### Section II

AUTHORIZED BIDDERS – Only the following individuals are authorized to bid on behalf of and bind the above-named Tax Buyer (**Remember to attach photocopies of all bidders' photo identifications**):

	<u>Bidder Name:</u>	<u>Address</u>	<u>Telephone, Fax &amp; E-mail</u>
1)	_____	_____	_____
SSN:	_____	_____	_____
2)	_____	_____	_____
SSN:	_____	_____	_____
3)	_____	_____	_____
SSN:	_____	_____	_____
4)	_____	_____	_____
SSN:	_____	_____	_____

## ATTACHMENT E

### **Section III**

Identify the legal status of the tax buying entity named in Section I (Select ONLY one):

Individual ☐      Assumed Name ☐      Partnership ☐  
Limited Partnership ☐      Corporation/LLC ☐      501(c)(3) ☐

If you selected "Individual," you may skip to Section V.

### **Section IV**

If you are buying under an **Assumed Name**, please provide the following:

County/State in which your Assumed Name is filed: \_\_\_\_\_  
Name of person buying under assumed name: \_\_\_\_\_  
Address of person: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_  
FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

For each person having an ownership or profit sharing interest in the Assumed Name entity, give the following information (use an additional sheet of paper if necessary):

	<b><u>Name/SSN:</u></b>	<b><u>Address</u></b>	<b><u>Telephone, Fax &amp; E-mail</u></b>
1)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
2)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
3)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____

## ATTACHMENT E

If the tax buyer is a **Partnership**, please provide the following regarding ALL PARTNERS (general, limited, equity or other) (use an additional sheet of paper if necessary):

	<u>Name/SSN:</u>	<u>Address</u>	<u>Telephone, Fax &amp; E-mail</u>
1)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
2)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
3)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____

If the tax buyer is a **Limited Partnership/LLP**, please provide the following:

State in which Limited Partnership or LLP is registered: \_\_\_\_\_  
Name of the Registered Agent or Officer: \_\_\_\_\_  
Address of Registered Agent or Officer: \_\_\_\_\_

In addition, give the following information for each member of the Limited Partnership/LLP (use an additional sheet of paper if necessary):

	<u>Member Name/SSN:</u>	<u>Address</u>	<u>Telephone, Fax &amp; E-mail</u>
1)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
2)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____
3)	_____	_____	_____
SSN:	_____	_____	_____
		_____	_____

## ATTACHMENT E

If the tax buyer is a **Corporation/LLC**, please provide the following:

State of Incorporation: \_\_\_\_\_ Year of Incorporation: \_\_\_\_\_

Is the Corporation in Good Standing: Yes / No

If the Corporation is not an Illinois Corporation, is the Corporation licensed to do business in Illinois: Yes / No

Is the Corporation Publicly Held: Yes / No

Name of Registered Agent: \_\_\_\_\_

Address of Registered Agent: \_\_\_\_\_

For each person with a stock or profit sharing interest in the corporation, please provide the following, (use an additional sheet of paper if necessary):

	<b><u>Name/SSN:</u></b>	<b><u>Address</u></b>	<b><u>Telephone, Fax &amp; E-mail</u></b>
1)	_____	_____	_____
SSN:	_____	_____	_____
2)	_____	_____	_____
SSN:	_____	_____	_____
3)	_____	_____	_____
SSN:	_____	_____	_____

If the tax buyer is a **501(c)(3) Charitable Organization**, please provide the following:

Name of Chief Executive Officer: \_\_\_\_\_

Address of headquarters: \_\_\_\_\_

Do you have tax-exempt status with the Illinois Department of Revenue? Yes / No



Section V

**REPRESENTATIONS AND WARRANTIES**

I represent and warrant, except as is fully disclosed below, with documentation attached as to any matters disclosed, that the bidding entity registering to participate in the 2010 Annual Sale is not affiliated with any other entity or person registering to bid at the 2010 Annual Sale, in that:

- (A) It has no capital, purchase money, or other finances in common with any other bidding entity or person registering to bid at the 2010 Annual Sale;
- (B) It shares no common ownership interest or common source of funds with any other bidding entity or person registering to participate at the 2010 Annual Sale;
- (C) It has no agreements to purchase or sell any parcels successfully bid on at the 2010 Annual Sale by any other registering bidding entity or person at the 2010 Annual Sale;
- (D) It has no agreements to purchase or sell any parcels successfully bid on at the 2010 Annual Sale by any entity or person known to be ineligible to bid at the 2010 Annual Sale;
- (E) It does not stand to gain financially pursuant to an agreement with another bidding entity registering for the 2010 Annual Sale concerning parcels to be bid upon or purchased by such other entity at the 2010 Annual Sale.

**I have received a copy of the 2010 Annual Tax Sale Rules and Regulations.**

**I have read and understood the 2010 Annual Tax Sale Rules and Regulations.**

**I agree to comply with the 2010 Annual Tax Sale Rules and Regulations.**

Explanations, if needed:

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Attach additional pages if necessary. Attach exhibits, if any, to application.

**Pursuant to §1-109 of the Illinois Code of Civil Procedure, each of the undersigned states under oath or affirmation that all of the information set forth in this registration is true, correct, and complete.**

\_\_\_\_\_  
**Signature of Buyer**

Date: \_\_\_\_\_

## ATTACHMENT E

**Signature(s) of ALL Authorized Bidder(s):** Bidders will sign when they pick-up their badges

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### **FOR OFFICE USE ONLY**

☐ LOC   ☐ CC   ☐ MO   ☐ BOND   \$ \_\_\_\_\_ .00

Accepted BY: \_\_\_\_\_ Date: \_\_\_\_\_

☐ LOC   ☐ CC   ☐ MO   ☐ BOND   \$ \_\_\_\_\_ .00

Accepted BY: \_\_\_\_\_ Date: \_\_\_\_\_

☐ LOC   ☐ CC   ☐ MO   ☐ BOND   \$ \_\_\_\_\_ .00

Accepted BY: \_\_\_\_\_ Date: \_\_\_\_\_



**Maria Pappas**

**Cook County Treasurer**

**What does the Cook County Treasurer's Office do with your Social Security Number?**

Statement of Purpose(s) for Collection of Social Security Numbers  
Identity-Protection Policy

The Identity Protection Act, 5 ILCS 179/1 *et seq.*, requires each local and State government agency to draft, approve, and implement an Identity-Protection Policy that includes a statement of the purpose or purposes for which the agency is collecting and using an individual's Social Security Number (SSN). This statement of purpose is being provided to you because you have been asked by the Cook County Treasurer's Office to provide your SSN.

**Why do we collect your Social Security Number?**

You are being asked for your SSN in connection with one or more of the following reasons:

- To comply with State and Federal law and regulations, including but not limited to State and Federal income tax, withholding and reporting requirements;
- For internal verification or administrative purposes; and/or
- Pursuant to law enforcement investigations or for the prevention of fraud.

**What do we do with your Social Security Number?**

- We will only use your SSN for the purpose for which it was collected.
- We will not:
  - Sell, lease, loan, trade, or rent your SSN to a third party for any purpose;
  - Publicly post or publicly display your SSN;
  - Print your SSN on any card required for you to access our services;
  - Require you to transmit your SSN over the Internet, unless the connection is secure or your SSN is encrypted; or
  - Print your SSN on any materials that are mailed to you, unless State or Federal law requires that number to be on documents mailed to you, or unless we are confirming the accuracy of your SSN.

**Questions or Complaints about this Statement of Purpose?**

Write to: Cook County Treasurer's Office  
Attention: Legal Department  
118 North Clark Street, Suite 112  
Chicago, Illinois 60602